

MANUAL FOR COMPLETION OF
2004-2005
COMPUTERIZED TRANSPORTATION CONTRACT
FORMS AND RELATED DOCUMENTS

June 2004

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SECTION I – COMPUTER REQUIREMENTS AND CONVENTIONS

Hardware Requirements

You will need the following hardware to download the files from the DOE website onto your personal computer's hard drive and to use the files:

- Any personal computer (PC) that is IBM compatible.
- A hard disk drive with sufficient space to hold Microsoft EXCEL and save completed EXCEL sheets.
- Any printer capable of printing EXCEL sheets.

Software Requirements

You will need the following software:

- Microsoft EXCEL, version 1995 or higher.

Conventions

The conventions listed below are used throughout the sheets and this manual.

- Mouse click or use the **Up/Down Arrow** and **Left/Right Arrow** keys to move around each form on the screen.
- To move to a different screen, click on the tab for that screen located at the bottom of the current screen.
- Use the **Tab** key to move from data entry cell to data entry cell. The **Tab** key will automatically take you to the next data entry cell.
- You will **not** be permitted to enter data in shaded columns containing calculations.

SECTION II – CREATING, STORING AND PRINTING FILES

Setting Up Your Computerized Contract Filing System

- Before downloading blank contract templates from the DOE website, create a new folder called *2004-05 Contracts Templates*. All contracts templates should be stored in this folder.
- Create a second folder called *2004-05 Transportation Contracts*. This folder will be the storage place for all completed contracts.

Opening a File

After downloading the contracts templates and storing them in the contracts templates folder:

- In EXCEL, click **File**, and then click **Open**.
- In the **Look in** list, click the drive or folder that contains the file you want to open.
- In the folder list, locate and open the folder that contains the file.
- Click the file, and then click **Open**.

How to Name Contract Files

- Save each completed contract in the *2004-05 Transportation Contracts* folder using the contract number and the contractor's name.
Example: Contract #M123 was awarded to ABC Transport.
Name the file: *ABC Transport – M123*
- An alternate method of naming and storing your contract files is:
 1. Create folders named for each contractor who holds a contract with your school district within the *2004-05 Transportation Contracts* folder.
 2. Save the completed contract in the folder named for the contractor holding that contract using the contract number.

Example: Contract #M123 was awarded to ABC Transport.

Name the file: *M123*

Store it in the folder named *ABC Transport*.

- Save each completed addendum using the filing method you have chosen. Name the document "Addendum Route #".

How to Save Files

- On the **File** menu, click **Save**.
Note: If you are saving the file for the first time, you will be asked to name the file.

- To save a copy of a file:
 1. On the **File** menu, click **Save As**.
 2. In the **File name** box, enter a new name for the file using the instructions appearing above.
 3. Click **Save**.
Note: To save the copy in a different folder, click a different drive in the **Save in** drop-down list or a different folder in the folder list, or both. To save the copy in a new folder, click the **Create New Folder** button, located in the **Save in** row of buttons.

REMEMBER: It is very important to use the **Save As** command every time you begin working on a new file; otherwise you risk overwriting a previously saved document.

Printing Contracts Documents

To Print a Document or Sheet

- On the **File** menu, click **Print**.
- On the **Print** menu, click **Pages** and **enter the page numbers for the pages you wish to print**. (Example: 1-3 or 1)

SECTION III – DOWNLOADING CONTRACTS FORMS

Directions for downloading the transportation contract forms are as follows:

- Access the New Jersey Department of Education, Division of Finance, Student Transportation Computerized Transportation Contracts web page at www.nj.gov/njded/finance/transportation/contracts/.
- Select the specific contract you wish to download by clicking on the hyperlink.
- A “File Download” screen will appear and ask what you would like to do with this file.
- Select “Save this file to disk”
- A “Save as” screen will appear asking where to save the file.
- Follow the instructions in Section II of this manual for saving template files.

SECTION IV – ORIGINAL SINGLE ROUTE CONTRACT

The original single route contract form is used for contracts containing only one route. The form is divided into four parts: the input sheet, the contract, the route information sheet, and the approval request.

The following sections of this manual explain each of the parts of the original single route contract.

Entering Input Data

If the “Input Sheet” is not already visible on your computer screen, click on that tab located at the bottom of your screen.

The Input sheet contains basic information needed to complete the original single route contract form. You must input the following information:

Field	Instructions	Example
Board of Education	Enter the full district name.	Anytown Boro
County	Enter the county in which your district is located.	Mercer
Contractor	Enter the contractor’s name.	ABC Transport
Terminal Location	Enter the terminal location of the contractor holding this contract.	Thistown
Contractor Code	Enter the contractor code from the list supplied in the “Student Transportation Handbook”.	050338
Route Number	Enter the route number assigned to this contract.	W-23
Bid Number	Enter the number assigned to the bid which resulted in this contract. If this is a quoted contract, enter “quote”.	Bid Number or Quote
Contract Term - From	Enter the start date of the contract.	September 2004
Contract Term – To	Enter the end date of the contract.	June 2005
Pro-rated From	If the contract is bid for a full school year but will not run the full school year, enter the actual date the contract started.	January 10, 2005

Entering Route Data

If the “Route Information” sheet is not already visible on your computer screen, click on that tab located at the bottom of your screen.

On the Route Information sheet you will enter data for the route included in this original single route transportation contract. The Route Information sheet contains basic information needed to complete the original contract form. The “Per Diem Contract Total”, if this is a per

diem contract, and the “Annual Contract Total” will be automatically calculated by the EXCEL program. You must input the following information:

Column	Field	Instructions	Example
A	Route Number	<i>Route # will automatically appear based upon entry on the Input sheet.</i>	<i>W-23</i>
B	Destination	Enter the destination(s) of the route.	Bancroft/St. Margaret
C	School Type	Enter the school type for the destination school(s). 1-Public, 2-Nonpublic, 3-PSD, 4-Charter	3/2
D	Arrival Time	Enter the arrival time at the destination(s).	8:15/8:30
E	Departure Time	Enter the departure time from the destination(s).	2:15/2:30
F	Per Diem Cost	Enter the per diem cost, if this contract was bid as a per diem contract. You will not be permitted to enter both a per diem and per annum cost.	125.00
G	# of Days	Default is 180. Enter the number of days only if the contract is to run for a different number of days. Quoted Contracts – current bid threshold divided by the per diem rate = maximum number of days.	100
H	Per Annum Cost	Enter the per annum cost, if this contract was bid as a per annum contract. You will not be permitted to enter both a per diem and per annum cost. If the contract is pro-rated, enter the pro-rated cost of the contract.	
I	Per Diem Aide Cost	Enter the per diem cost of an aide, if an aide is included in the bid. If the route requires more than one aide, the cost must represent the total cost for multiple aides.	
J	Cost Represents # of Aides	Default is 1. Enter the number of aides, if cost in column I represents more than one aide.	
K	# of Days for Aide	Default is 180. If an aide was included in the bid, enter the number of days only if the aide will be needed for a different number of days. If the bid included an aide but the aide will not be needed at the start of the contract, enter a zero.	0
L	Inc/Dec Provision	Enter the increase/decrease amount, as specified in the bid.	1.50
M	Per Diem Contract Total	<i>This amount is automatically calculated by the contract program for per diem contracts.</i>	<i>\$125.00</i>
N	Annual Contract Total	<i>This amount is automatically calculated by the contract program for both per diem and per annum contracts.</i>	<i>\$12,500.00</i>

Entering Contract Data

Information and data which you entered in the “Input Sheet” and in the “Route Information” sheet will automatically fill in the appropriate lines on the original single route contract form. Click on the “Contract” tab, go to the last page of the contract and enter the date on the lines to the right of the signature lines. You may also write in the date, if you prefer.

Printing the Contract and Request for Transportation Contract Approval

Once you have completed all data entries, print the input sheet, the original single route contract, the approval request, and the route information sheet and submit contracts to the county superintendent in accordance with Section XIV.

PLEASE NOTE: The County Superintendent of Schools will no longer sign each contract, but will instead sign the Request for County Superintendent Approval form indicating whether the contract is approved or disapproved.

SECTION V – ORIGINAL MULTI CONTRACT

The original multi contract form is used for contracts containing more than one route, and allows you to enter up to 400 routes. The form is divided into four parts: the input sheet, the contract, the route information sheet, and the approval request.

The following sections of this manual explain each of the parts of the original multi contract form.

Entering Input Data

If the “Input Sheet” is not already visible on your computer screen, click on that tab located at the bottom of your screen.

The Input Sheet contains basic information needed to complete the original multi contract form. You must input the following information:

Field	Instructions	Example
Board of Education	Enter the full district name.	Anytown Boro
County	Enter the county in which your district is located.	Mercer
Contractor	Enter the contractor’s name.	ABC Transport
Terminal Location	Enter the terminal location of the contractor holding this contract.	Thistown
Contractor Code	Enter the contractor code from the list supplied in the “Student Transportation Handbook”.	050338
Multi contract Number	Enter the multi contract number assigned to this contract.	MH-23
Bid Number	Enter the number assigned to the bid which resulted in this contract. If this is a quoted contract, enter “quote”.	Bid Number or Quote
Contract Term – From	Enter the start date of the contract.	September 2004
Contract Term – To	Enter the end date of the contract.	June 2005
Pro-rated From	If the contract is bid for a full school year but will not run the full school year, enter the actual date the contract started.	

Entering Route Data

If the “Route Information” sheet is not already visible on your computer screen, click on that tab located at the bottom of your screen.

On the Route Information sheet you will enter data for all of the routes included in this original multi contract, up to 400 routes. The Route Information sheet contains basic information needed to complete the original multi contract form. The “Per Diem Contract

Total”, if this is a per diem contract, and the “Annual Contract Total” will be automatically calculated by the EXCEL program. You must input the following information:

NOTE: Do **not** skip lines when entering data.

Column	Field	Instructions	<i>1st Route</i>	<i>2nd Route</i>
A	Route Number	Enter the route numbers for all of the routes covered by this multi contract.	A-23	A-24
B	Destination	Enter the destination(s) for each of the routes.	Archway/LEAP	St. Bart
C	School Type	Enter the school type(s) for the destination school(s) for each of the routes. 1-Public, 2-Nonpublic, 3-PSD, 4-Charter	3/4	2
D	Arrival Time	Enter the arrival time at each destination.	8:15/9:00	8:00
E	Departure Time	Enter the departure time from each destination.	2:20/3:00	2:15
F	Per Diem Cost	Enter the per diem cost, if this contract was bid as a per diem contract. You will not be permitted to enter both a per diem and per annum cost.	145.00	
G	# of Days	Default is 180. Enter the number of days only if the contract is to run for a different number of days. Quoted Contracts – current bid threshold divided by the per diem rate = maximum number of days.	180	0
H	Per Annum Cost	Enter the per annum cost, if this contract was bid as a per annum contract. You will not be permitted to enter both a per diem and per annum cost. If the contract is pro-rated, enter the pro-rated cost of the contract.		27,000.00
I	Per Diem Aide Cost	Enter the per diem cost of an aide, if an aide is included in the bid. If the route requires more than one aide, the cost must represent the total cost for multiple aides.	45.00	
J	Cost Represents # of Aides	Default is 1. Enter the number of aides, if cost in column I represents more than one aide.	1	0

K	# of Days for Aide	Default is 180. If an aide was included in the bid, enter the number of days only if the aide will be needed for a different number of days. If the bid included an aide but the aide will not be needed at the start of the contract, enter a zero.	180	0
L	Inc/Dec Provision	Enter the increase/decrease amount, as specified in the bid.	5.00	2.00
M	Per Diem Contract Total	<i>This amount is automatically calculated by the contract program for per diem contracts.</i>	<i>\$190.00</i>	
N	Annual Contract Total	<i>This amount is automatically calculated by the contract program for both per diem and per annum contracts.</i>	<i>\$34,200.00</i>	<i>\$27,000.00</i>

Entering Contract Data

Information and data which you entered in the “Input Sheet” and in the “Route Information” sheet will automatically fill in the appropriate lines on the original multi contract form. Click on the “Contract” tab, go to the last page of the contract and enter the date on the lines to the right of the signature lines. You may also write in the date, if you prefer.

Printing the Multi contract and Request for Transportation Contract Approval

Once you have completed all data entries, print the input sheet, the original multi contract, the approval request and the route information sheet(s). **You must set the pages to be printed before printing the route information sheet to avoid printing numerous blank sheets.** (For assistance in setting print pages, turn to *Section II, Printing Contracts Documents*.) Submit contracts to the county superintendent in accordance with Section XIV.

PLEASE NOTE: The County Superintendent of Schools will no longer sign each contract, but will instead sign the Request for County Superintendent Approval form indicating whether the contract is approved or disapproved.

SECTION VI – ORIGINAL MULTI-YEAR CONTRACT

The original multi-year contract form is used for contracts extending beyond one year, and allows you to enter up to 400 routes. The form is divided into four parts: the input sheet, the contract, route information sheets for up to four years, and the approval request.

The following sections of this manual explain each of the parts of the original multi-year contract form.

Entering Input Data

If the “Input Sheet” is not already visible on your computer screen, click on that tab located at the bottom of your screen.

The Input Sheet contains basic information needed to complete the original multi-year contract form. You must input the following information:

Field	Instructions	Example
Board of Education	Enter the full district name.	Anytown Boro
County	Enter the county in which your district is located.	Mercer
Contractor	Enter the contractor’s name.	ABC Transport
Terminal Location	Enter the terminal location of the contractor holding this contract.	Thistown
Contractor Code	Enter the contractor code from the list supplied in the “Student Transportation Handbook”.	050338
Multi contract Number	If this is a multi-route contract, enter the multi contract number assigned to this contract. You will not be able to enter both a multi contract number and a single route number.	MH-23
Single Route Number	If this is a single route, enter the route number assigned to this contract. You will not be able to enter both a multi contract number and a single route number.	
Bid Number	Enter the number assigned to the bid which resulted in this contract.	5-02-03
Contract Term – From	Enter the start date of the contract.	September 2004
Contract Term – To	Enter the end date of the contract.	June 2007
Pro-rated From	If the contract is bid for a full school year but will not run the full school year, enter the actual date the contract started.	
# of Years in Contract	Use drop down menu to select the number of years in the contract or type the number of years in the contract. The number of years in a multi-year contract must be 2, 3 or 4.	3

Entering Route Data

If the “2004-05 Route Information” sheet is not already visible on your computer screen, click on that tab located at the bottom of your screen.

On the 2004-05 Route Information sheet you will enter data for all of the routes included in this original multi-year contract, up to 400 routes. The Route Information sheet contains basic information needed to complete the original multi-year contract form. The “Per Diem Contract Total”, if this is a per diem contract, and the “Annual Contract Total” will be automatically calculated by the EXCEL program. You must input the following information:

NOTE: Do **not** skip lines when entering data.

Column	Field	Instructions	<i>1st Route</i>	<i>2nd Route</i>
A	Route Number	Enter the route numbers for all of the routes covered by this multi-year contract.	A-23	A-24
B	Destination	Enter the destination(s) for each of the routes.	Archway/LEAP	St. Bart
C	School Type	Enter the school type(s) for the destination school(s) for each of the routes. 1-Public, 2-Nonpublic, 3-PSD, 4-Charter	3/4	2
D	Arrival Time	Enter the arrival time at each destination.	8:15/9:00	8:00
E	Departure Time	Enter the departure time from each destination.	2:20/3:00	2:15
F	Per Diem Cost	Enter the per diem cost, if this contract was bid as a per diem contract. You will not be permitted to enter both a per diem and per annum cost.	145.00	
G	# of Days	Default is 180. Enter the number of days only if the contract is to run for a different number of days.	180	0
H	Per Annum Cost	Enter the per annum cost, if this contract was bid as a per annum contract. You will not be permitted to enter both a per diem and per annum cost. If the contract is pro-rated, enter the pro-rated cost of the contract.		27,000.00
I	Per Diem Aide Cost	Enter the per diem cost of an aide, if an aide is included in the bid. If the route requires more than one aide, the cost must represent the total cost for multiple aides.	45.00	

J	Cost Represents # of Aides	Default is 1. Enter the number of aides, if cost in column I represents more than one aide	1	0
K	# of Days for Aide	Default is 180. If an aide was included in the bid, enter the number of days only if the aide will be needed for a different number of days. If the bid included an aide but the aide will not be needed at the start of the contract, enter a zero.	180	0
L	Inc/Dec Provision	Enter the increase/decrease amount, as specified in the bid.	5.00	2.00
M	Per Diem Contract Total	<i>This amount is automatically calculated by the contract program for per diem contracts.</i>	<i>\$190.00</i>	
N	Annual Contract Total	<i>This amount is automatically calculated by the contract program for both per diem and per annum contracts.</i>	<i>\$34,200.00</i>	<i>\$27,000.00</i>

For contract years following 2004-05, the route information entered in Columns A, B, C, D and E will automatically carry forward to the subsequent year route information pages. If necessary, information carried forward in these columns can be modified, but changes made will be highlighted with bold italicized text.

Cost information (columns F through L) for contract years following 2004-05 must be input. Routes that were originally per diem routes must remain per diem routes in the subsequent years of a multi-year contract. Likewise, routes that were originally per annum routes must remain per annum routes through the term of the multi-year contract.

Entering Contract Data

Information and data which you entered in the “Input Sheet” and in the “Route Information” sheet will automatically fill in the appropriate lines on the original multi-year contract form. Click on the “Contract” tab, go to the last page of the contract and enter the date on the lines to the right of the signature lines. You may also write in the date, if you prefer.

Printing the Multi-Year Contract and Request for Transportation Contract Approval

Once you have completed all data entries, print the input sheet, the original multi-year contract, the approval request and the route information sheet(s). **You must set the pages to be printed before printing the route information sheet to avoid printing numerous blank sheets.** (For assistance in setting print pages, turn to *Section II, Printing Contracts Documents*.) Submit contracts to the county superintendent in accordance with Section XIV.

PLEASE NOTE: The County Superintendent of Schools will no longer sign each contract, but will instead sign the Request for County Superintendent Approval form indicating whether the contract is approved or disapproved.

SECTION VII – OUT OF DISTRICT SPECIAL NEEDS TRANSPORTATION CONTRACT

This contract should ONLY be used if you have bid on a per vehicle, pupil or mileage basis for out of district special needs students.

The out of district special needs transportation contract form is used for contracts for the transportation of special needs students attending out of district schools, and allows you to enter up to 250 routes. The form is divided into four parts: the input sheet, the contract, the route information sheet, and the approval request.

The following sections of this manual explain each of the parts of the out of district special needs transportation contract form.

Entering Input Data

If the “Input Sheet” is not already visible on your computer screen, click on that tab located at the bottom of your screen.

The Input Sheet contains basic information needed to complete the out of district special needs transportation contract form. You must input the following information:

Field	Instructions	Example
Board of Education	Enter the full district name.	Anytown Boro
County	Enter the county in which your district is located.	Mercer
Contractor	Enter the contractor’s name.	ABC Transport
Terminal Location	Enter the terminal location of the contractor holding this contract.	Thistown
Contractor Code	Enter the contractor code from the list supplied in the “Student Transportation Handbook”.	050338
Multi contract Number	Enter the multi contract number assigned to this contract.	MH-23
Bid Number	Enter the number assigned to the bid which resulted in this contract. If this contract is a quoted contract, enter “quote”.	Bid Number or Quote
Contract Term - From	Enter the start date of the contract.	September 2004
Contract Term – To	Enter the end date of the contract.	June 2005
Pro-rated From	If the contract is bid for a full school year but will not run the full school year, enter the actual date the contract started.	

Entering Route Data

If the “Route Information” sheet is not already visible on your computer screen, click on that tab located at the bottom of your screen.

On the Route Information sheet you will enter data for all of the routes included in this out of district special needs transportation contract, up to 250 routes. The Route Information sheet contains basic information needed to complete the out of district special needs transportation contract form. The “Per Diem Contract Total”, if this is a per diem contract, and the “Annual Contract Total” will be automatically calculated by the EXCEL program. You must input the following information:

NOTE: Do **not** skip lines when entering data.

Column	Field	Instructions	<i>1st Route</i>	<i>2nd Route</i>
A	Route Number	Enter the route numbers for all of the routes covered by this out of district special needs transportation contract.	A-23	A-24
B	Destination	Enter the destination(s) for each of the routes.	Archway	LARC
C	School Type	Enter the school type(s) for the destination school(s) for each of the routes. 1-Public, 2-Nonpublic, 3-PSD, 4-Charter	3	3
D	Arrival Time	Enter the arrival time at each destination.	8:15	8:00
E	Departure Time	Enter the departure time from each destination.	2:20	2:15
F	Per Diem Cost	Enter the per diem cost, if this contract was bid as a per diem contract. You will not be permitted to enter both a per diem and per annum cost.	250.00	
G	# of Days	Default is 180. Enter the number of days only if the contract is to run for a different number of days. Quoted Contracts – current bid threshold divided by the per diem rate = maximum number of days.	180	
H	Per Annum Cost	Enter the per annum cost, if this contract was bid as a per annum contract. You will not be permitted to enter both a per diem and per annum cost. If the contract is pro-rated, enter the pro-rated cost of the contract.		54,000.00
I	Cost Represents Number of:			
	Vehicles	Enter the # of vehicles, if bid is based on a per vehicle price.	2	

	Pupils	Enter the # of pupils, if bid is based on a per pupil price.		3
	Miles	Enter the # of miles, if bid is based on a per mile price.		
J	Per Diem Aide Cost	Enter the per diem cost of an aide, if an aide is included in the bid.	50.00	50.00
K	Cost Represents # of Aides	Default is 1. Enter the number of aides, if cost in column J represents more than one aide.	1	1
L	# of Days for Aide	Default is 180. If an aide is included in the bid, enter the number of days only if the aide will be needed for a different number of days. If the bid included an aide but the aide will not be needed at the start of the contract, enter a zero.	180	180
M	Inc/Dec Provision Per:			
	Vehicle	Enter the amount per vehicle, if bid includes an inc/dec provision based on a per vehicle price.	125.00	
	Pupil	Enter the amount per pupil, if bid includes an inc/dec provision based on a per pupil price.		500.00
	Mile	Enter the amount per mile, if bid includes an inc/dec provision based on a per mile price.		
N	Per Diem Contract Total	<i>This amount is automatically calculated by the contract program for per diem contracts.</i>	<i>\$300.00</i>	
O	Annual Contract Total	<i>This amount is automatically calculated by the contract program for both per diem and per annum contracts.</i>	<i>\$54,000.00</i>	<i>\$63,000.00</i>

Entering Contract Data

Information and data which you entered in the “Input Sheet” and in the “Route Information” sheet will automatically fill in the appropriate lines on the out of district special needs transportation contract form. Click on the “Contract” tab, go to the last page of the contract and enter the date on the lines to the right of the signature lines. You may also write in the date, if you prefer.

Printing the Out of District Special Needs Transportation Contract and Request for Transportation Contract Approval

Once you have completed all data entries, print the input sheet, the out of district special needs transportation contract, the approval request and the route information sheet(s). **You must set the pages to be printed before printing the route information sheet to avoid printing numerous blank sheets.** (For assistance in setting print pages, turn to *Section II, Printing Contracts Documents*.) Submit contracts to the county superintendent in accordance with Section XIV.

PLEASE NOTE: The County Superintendent of Schools will no longer sign each contract, but will instead sign the Request for County Superintendent Approval form indicating whether the contract is approved or disapproved.

SECTION VIII – CONTRACT RENEWAL

The student transportation contract renewal form is used for the renewal of all contracts, whether the original contract is for a single route or a multi contract containing multiple routes. There are two versions of the renewal contract form: one for renewing up to ten single route contracts and/or multi contracts, and one for renewing up to twenty single route contracts and/or multi contracts. Each multi contract will accommodate 400 routes. Both versions of the form are divided into four parts: the input sheet, the renewal contract, the route sheet(s), and the approval request.

The following sections explain each of the parts of the renewal contract forms.

Entering Input Data

If the “Input Sheet” is not already visible on your computer screen, click on that tab located at the bottom of your screen.

The Input Sheet contains basic information needed to complete the contract renewal form. You must input the following information:

Field	Instructions	Example
Board of Education	Enter the full district name.	Anytown Boro
County	Enter the county in which your district is located.	Mercer
Contractor	Enter the contractor’s name.	ABC Transport
Terminal Location	Enter the terminal location of the contractor holding this contract.	Thistown
Contractor Code	Enter the contractor code from the list supplied in the “Student Transportation Handbook”.	050338
Contract Term - From	Enter the start date of the contract.	September 2004
Contract Term – To	Enter the end date of the contract.	June 2005
Multi Contract Number OR Route Number	Enter the route number if a single route contract is being renewed or the multi contract number for each multi contract being renewed.	ABC123
Bid Number	Enter the bid number assigned to each original single route contract or multi contract being renewed.	05-25-00
Renewal Number	Enter the renewal number for each single route contract or multi contract being renewed.	4

Entering Route Data

If the “Route Information” sheet is not already visible on your computer screen, click on that tab located at the bottom of your screen. Note: For renewal contracts the Route Information sheet is represented by the numbered tabs (1-10 for up to 10 contracts, and 1-20 for one to 20 contracts).

On the Route Information sheet you will enter data for all of the routes included in the single route and/or multi contract renewal. You may enter data for up to 400 routes on each multi contract. The Route Information sheet contains basic information needed to complete the contract renewal form. The “Per Diem Contract Total”, if this is a per diem contract, and the “Annual Contract Total” will be automatically calculated by the EXCEL program. You must input the following information:

NOTE: Do **not** skip lines when entering data.

Column	Field	Instructions	1 st Route	2 nd Route
A	Route Number	Enter the route numbers for all of the routes covered by this renewal.	LC-3	H-2
B	Destination	Enter the destination(s) for each of the routes.	Learning Center	Harmony School
C	School Type	Enter the school type(s) for the destination school(s) for each of the routes. 1-Public, 2-Nonpublic, 3-PSD, 4-Charter	4	2
D	Arrival Time	Enter the arrival time at each destination.	8:00	6:30
E	Departure Time	Enter the departure time from each destination.	3:00	1:30
F	Per Diem Renewal Contract Amount	Enter the per diem cost, if this contract was bid as a per diem contract. You will not be permitted to enter both a per diem and per annum cost.	127.00	
G	# of Days	Default is 180. Enter the number of days only if the contract is to run for a different number of days.	180	0
H	Annual Renewal Contract Amount	Enter the per annum cost, if this contract was bid as a per annum contract. You will not be permitted to enter both a per diem and per annum cost.		21,600.00
I	Per Diem Aide Amount	Enter the per diem cost of an aide, if an aide was included in the original bid. If the route requires more than one aide, the cost must represent the total cost for multiple aides.	45.00	
J	Cost Represents # of Aides	Default is 1. Enter the number of aides, if cost in column I represents more than one aide	1	0

K	# Aide Days	Default is 180. If an aide was included in the bid, enter the number of days only if the aide will be needed for a different number of days. If the bid included an aide but the aide will not be needed at the start of the contract, enter a zero.	180	0
L	NJSA 18A:39-3 Extension	Enter the negotiated increase within the maximum permitted by law. If no increase is given, enter a zero.	3.63	627.18
M	Total Per Diem Renewal Amount per Route	<i>This amount is automatically calculated by the contract program for per diem contracts.</i>	<i>\$175.63</i>	
N	Total Renewal Contract Amount per Route (contract, aide and extension)	<i>This amount is automatically calculated by the contract program for both per diem and per annum contracts.</i>	<i>\$31,613.40</i>	<i>\$22,227.18</i>

Entering Renewal Contract Information

Information and data which you entered in the “Input Sheet” and in the “Route Information” sheet will automatically fill in the appropriate lines on the renewal contract form. Click on the “Renewal Contract” tab, go to the last page of the renewal and enter the date on the lines to the right of the signature lines. You may also write in the date, if you prefer.

Printing the Renewal Contract and Transportation Contract Renewal Approval Request

Once you have completed all data entries, print the input sheet, the renewal contract, the approval request, and the route information sheet(s). **You must set the pages to be printed before printing the route information sheet to avoid printing numerous blank sheets.** (For assistance in setting print pages, turn to *Section II, Printing Contracts Documents*.) Submit contracts to the county superintendent in accordance with Section XIV.

PLEASE NOTE: The County Superintendent of Schools will no longer sign each renewal contract, but will instead sign the Request for County Superintendent Approval form indicating whether the renewal contract is approved or disapproved.

SECTION IX – CONTRACT ADDENDUM

The addendum form is used for adjusting both per diem and per annum contract terms for original transportation contracts and renewal contracts. The form is divided into three parts, an input sheet, the addendum form, and the approval request. The following sections explain the parts of the transportation contract addendum form.

Entering Input Data

If the “Input Sheet” is not already visible on your computer screen, click on that tab located at the bottom of your screen.

The Input Sheet contains basic information needed to complete the contract addendum form. You must input the following information:

Field	Instructions	Example
Board of Education	Enter the full district name.	Anytown Boro
County	Enter the county in which your district is located.	Mercer
Contractor	Enter the contractor’s name.	ABC Transport
Terminal Location	Enter the terminal location of the contractor holding this contract.	Thistown
Contractor Code	Enter the contractor code from the list supplied in the “Student Transportation Handbook”.	050338
Multi contract Number	Enter the multi contract number if the addendum is to a multi contract.	MK-45
Route Number	Enter the route number for the route being changed.	H-3
Bid Number	Enter the number assigned to the bid when this single route contract or multi contract was bid.	5-02-01
Renewal Number	If this addendum is to a renewal contract, enter the renewal number. If this addendum is not a renewal contract, leave this blank.	2
2004-2005 Contract Cost – Per Diem	Enter the per diem cost, if this contract was bid as a per diem contract. You will not be permitted to enter both a per diem and per annum cost.	\$125.00
2004-2005 Contract Cost – Per Annum	Enter the per annum cost, if this contract was bid as a per annum contract. You will not be permitted to enter both a per diem and per annum cost.	
Contract Term - From	Enter the start date of the contract being adjusted.	September 2004
Contract Term – To	Enter the end date of the contract being adjusted.	June 2005
Amount of Compensation Increased / Decreased in Accordance with the Bid at a Rate of: Per Pupil:	Enter the increase/decrease per pupil in accordance with the original bid. This provision only applies to out of district special needs transportation contracts.	\$50.00

Amount of Compensation Increased / Decreased in Accordance with the Bid at a Rate of: Per Vehicle:	Enter the increase/decrease per vehicle in accordance with the original bid. This provision only applies to out of district special needs transportation contracts.	\$125.00
Amount of Compensation Increased / Decreased in Accordance with the Bid at a Rate of: Per Mile:	Enter the increase/decrease per mile in accordance with the original bid.	\$1.50
Amount of Compensation Increased / Decreased in Accordance with the Bid at a Rate of: Per Aide:	Enter the increase/decrease per aide in accordance with the original bid.	\$40.00

Entering Addendum Data

If the “Addendum” sheet is not already visible on your computer screen, click on that tab located at the bottom of your screen.

On the Addendum sheet you will enter data for all adjustments to the routes included in the original contract or contract renewal. The Addendum Sheet contains basic information needed to complete the contract addendum form. The “Addendum Number”, “Adjusted Contract Cost for Prior Addenda”, “Per Diem Increase/Decrease”, if this is a per diem contract, and the “Final Adjusted Contract Amount” will be automatically calculated by the EXCEL program. You must input the following information:

NOTE: Do **not** skip lines when entering data.

Column	Field	Instructions	1 st Addendum	2 nd Addendum
A	Addendum #	<i>The addendum # is automatically entered by the program.</i>	1	2
B	Effective Date of Change	Enter the effective date of the contract adjustment.	11/3/2003	12/2/2003
C	Adjusted Contract Cost (Prior Addenda)	<i>The program automatically calculates this amount for all but the 1st addendum.</i>	NA	\$225.00
D	This field will be blank for per diem contracts. For per annum contracts, field reads: Per Annum Contracts Only Number of Days	If this is an addendum to a per annum contract, enter the number of days this adjustment will be effective. Otherwise, this field will be blank.		

E	Rate at Which the Amount of Compensation Will Be Increased / Decreased in Accordance With the Bid:			
	\$ Per Diem Per Pupil # New Pupils	Enter the number of pupils being added or deleted. Out of district special needs transportation contracts only.	2	
	\$ Per Diem Per Vehicle # New Vehicles	Enter the number of vehicles being added or deleted. Out of district special needs transportation contracts only.		
	\$ Per Diem Per Mile # New Miles	Enter the number of miles being added or deleted.		
	\$ Per Diem Per Aide # New Aides	Enter the number of aides being added or deleted.		1
F	Per Diem Negotiated Aide Increase/Decrease	Enter the per diem cost of an aide, not included in the bid.		
G	Per Diem Increase/Decrease	<i>This amount is automatically calculated by the addendum program.</i>	<i>\$100.00</i>	<i>\$40.00</i>
H	Final Adjusted Contract Amount	<i>This amount is automatically calculated by the addendum program.</i>	<i>\$225.00</i>	<i>\$265.00</i>

Canceling a Transportation Contract

If transportation is no longer required before the expiration of the term of the contract, a statement located above the signature block on the addendum accommodates canceling the contract. Enter the effective date the contract is cancelled and the adjusted annual contract amount.

Printing the Addendum and Request for Approval of Transportation Addendum

Once you have completed all data entries, print the input sheet, the approval request and the addendum. Submit contracts/addenda to the county superintendent in accordance with Section XIV.

PLEASE NOTE: The County Superintendent of Schools will no longer sign each addendum, but will instead sign the Request for County Superintendent Approval form indicating whether the addendum is approved or disapproved.

SECTION X – PARENTAL CONTRACT

The parental contract form is used for contracts where parents are transporting his/her own child(ren). The form is divided into two parts: the contract and the approval request.

The following sections of this manual explain each of the parts of the parental contract.

Entering Input Data

If the “Contract Sheet” is not already visible on your computer screen, click on that tab located at the bottom of your screen.

The Contract sheet contains basic information needed to complete the parental contract form. You must input the following information:

Field	Instructions	Example
Board of Education of	Enter the full district name.	Anytown Boro
In the County of	Enter the county in which your district is located.	Mercer
Parent/Legal Guardian	Enter the parent/legal guardian’s name.	John B. Goode
Route Number	Enter the route number assigned to this contract.	
Destination	Enter the destination of the route.	New Grange
School Type	Enter the school type(s) for the destination school(s) for each of the routes. 1-Public, 2-Nonpublic, 3-PSD, 4-Charter	3
Contract Term	Enter the start date and the end date of this contract.	September 2004 to June 2005
Total Contract Amount	Enter the total amount of this contract. Note: The current bid threshold is the maximum amount for parental contracts.	\$ 12,800.00

Printing the Parental Contract and the Request for Approval of Transportation Contract

Once you have completed all data entries, print the parental contract and the approval request and submit the contract to the county superintendent in accordance with Section XIV.

PLEASE NOTE: The County Superintendent of Schools will no longer sign each addendum, but will instead sign the Request for County Superintendent Approval form indicating whether the addendum is approved or disapproved.

SECTION XI – SCHOOL RELATED ACTIVITIES CONTRACT

The school related activities contract form is used to record field trip, athletic trip, after school routes, and other school related activity routes. The form is divided into three parts: the contract, the route information sheet, and the approval request.

The following sections of this manual explain each part of the school related activities contract.

Entering Contract Data

If the “Contract” sheet is not already visible on your computer screen, click on that tab located at the bottom of your screen.

The contract sheet contains basic information needed to complete the school related activities contract form. You must input the following information:

Field	Instructions	Example
Board of Education	Enter the full district name.	Anytown Boro
In the County of	Enter the county in which your district is located.	Mercer
Contractor	Enter the contractor’s name.	ABC Transport
Terminal Location	Enter the terminal location of the contractor holding this contract.	Thistown
Contractor Code	Enter the contractor code from the list supplied in the “Student Transportation Handbook”.	050338
Multicontract Number	Enter the multi contract number assigned to this contract.	FA-1
Bid Number	Enter the number assigned to the bid which resulted in this contract. If this is a quoted contract, enter “quote”.	Bid Number or Quote
Contract Term	Enter the start date and the end date of the contract.	September 2004 to June 2005
For bonding purposes only, the estimated amount of this contract is:	Enter the estimated amount of performance bonding required by the board of education. (NOTE: When calculating this amount, boards of education should consider the previous annual expenditure and the current budgeted amount and establish a bonding amount which protects the interest of the board of education).	\$125,000.00

Entering Route Data

If the “Route Information” sheet is not already visible on your computer screen, click on that tab located at the bottom of your screen.

On the Route Information sheet you will enter data for all of the routes included in this school related activities contract. You must input the following information:

Column	Field	Instructions	<i>1st Route</i>	<i>2nd Route</i>
A	Identification Number	Enter the identification numbers for all of the routes covered by this contract.	F-1	PZ-1
B	Destination	Enter the destination(s) for each of the routes.	Various Field Trips	Philadelphia Zoo
C	Departure/Return Time	Enter the departure and return times at each destination.	Between 8:00 a.m. and 5:00 p.m.	8:00 – 2:30
D	Basis of the Bid	Enter the specifics of the basis of the bid as bid.	54 passenger wheelchair equipped school bus with air conditioning and aide within 50 miles. Per hour rate for the first 3 hours.	49 passenger coach bus with lavatory and air conditioning per bus per trip.
E	Basis of the Bid Cost	Enter the cost of the bid based on the basis of the bid.	\$50.00	\$300.00
F	Basis of the Adjustment	Enter the specifics of the adjustment.	Each additional hour.	
G	Basis of the Adjustment Cost	Enter the cost as bid for any adjustments to the contract.	\$35.00	
H	Aide Cost	Enter the aide cost as bid and note whether the cost represents a per hour or per trip cost.	\$15.00	
	Aide Cost Per Hour	Enter “X” if the aide cost in Column H is based on a per hour rate.	X	
	Aide Cost Per Trip	Enter and “X” if the aide cost in column H is based on a per trip rate.		

Printing the School Related Activities Contract and Transportation Contract Approval Request

Once you have completed all data entries, print the contract, the route information sheet(s), and the approval request. **You must set the pages to be printed before printing the route information sheet to avoid printing numerous blank sheets.** (For assistance in setting print pages, turn to *Section II, Printing Contracts Documents*.) Submit contracts to the county superintendent in accordance with Section XIV.

PLEASE NOTE: The County Superintendent of Schools will no longer sign each contract, but will instead sign the Request for County Superintendent Approval form indicating whether the contract is approved or disapproved.

SECTION XII – SCHOOL RELATED ACTIVITIES CONTRACT RENEWAL

The school related activities contract renewal form is used to renew school related activity contracts. The form is divided into three parts: the contract, the route information sheet, and the approval request.

The following sections of this manual explain each part of the school related activities contract.

Entering Contract Data

If the “Contract” sheet is not already visible on your computer screen, click on that tab located at the bottom of your screen.

The contract sheet contains basic information needed to complete the school related activities contract renewal form. You must input the following information:

Field	Instructions	Example
Board of Education	Enter the full district name.	Anytown Boro
In the County of	Enter the county in which your district is located.	Mercer
Contractor	Enter the contractor’s name.	ABC Transport
Terminal Location	Enter the terminal location of the contractor holding this contract.	Thistown
Contractor Code	Enter the contractor code from the list supplied in the “Student Transportation Handbook”.	050338
Multicontract Number	Enter the multi contract number assigned to this contract.	FA-1
Bid Number	Enter the number assigned to the bid which resulted in this contract.	5-02-2003
Contract Term - From	Enter the start date and the end date of the contract as bid.	September 2004 to June 2005
For bonding purposes only, the estimated amount of this contract is:	Enter the estimated amount of performance bonding required by the board of education. (NOTE: When calculating this amount, boards of education should consider the previous annual expenditure and the current budgeted amount and establish a bonding amount which protects the interest of the board of education).	\$125,000.00

Entering Route Data

If the “Route Information” sheet is not already visible on your computer screen, click on that tab located at the bottom of your screen.

On the Route Information sheet you will enter data for all of the routes included in this school related activities renewal contract. You must input the following information:

Column	Field	Instructions	1 st Route	2 nd Route
A	Identification Number	Enter the identification numbers for all of the routes covered by this contract.	F-1	PZ-1
B	Destination	Enter the destination(s) for each of the routes.	Various Field Trips	Philadelphia Zoo
C	Departure/Return Time	Enter the departure and return times at each destination.	Between 8:00 a.m. and 5:00 p.m.	8:00 – 2:30
D	Basis of the Bid	Enter the specifics of the bid as recorded on the original bid.	54 passenger wheelchair equipped school bus with air conditioning and aide within 50 miles. Per hour rate for the first 3 hours.	49 passenger coach bus with lavatory and air conditioning per bus per trip.
E	Basis of the Bid Cost	Enter the renewal contract cost based on the basis of the bid.	\$50.00	\$300.00
F	N.J.S.A. 18A:39-3 Extension	Enter the negotiated increase within the maximum permitted by law. If no increase is given, enter a zero.	0	7.92
G	Total Renewal Cost Per Bus	<i>This amount is automatically calculated by the contract program.</i>	<i>\$50.00</i>	<i>\$307.92</i>
H	Basis of the Adjustment	Enter the specifics of the adjustment.	Each additional hour.	
I	Basis of the Adjustment Cost	Enter the cost as bid for any adjustments to the contract.	\$35.00	
J	Aide Cost	Enter the aide cost as bid and note whether the cost represents a per hour or per trip cost.	\$15.00	
	Aide Cost Per Hour	Enter “X” if the aide cost in Column H is based on a per hour rate.	X	

	Aide Cost Per Trip	Enter and "X" if the aide cost in column H is based on a per trip rate.		
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Printing the School Related Activities Renewal Contract and Transportation Contract Renewal Approval Request

Once you have completed all data entries, print the contract, the route information sheet(s), and the approval request. **You must set the pages to be printed before printing the route information sheet to avoid printing numerous blank sheets.** (For assistance in setting print pages, turn to *Section II, Printing Contracts Documents*.) Submit contracts to the county superintendent in accordance with Section XIV.

PLEASE NOTE: The County Superintendent of Schools will no longer sign each contract, but will instead sign the Request for County Superintendent Approval form indicating whether the contract is approved or disapproved.

SECTION XIII – JOINT TRANSPORTATION AGREEMENT

The joint transportation agreement form is used when two boards of education enter into an agreement for transportation services. The form is divided into three parts: the joint transportation agreement, the to and from school route information page, and the school related activities route information sheet.

The following sections of this manual explain each part of the joint transportation agreement.

Entering Joint Transportation Agreement Data

If the “Joint Transportation Agreement” sheet is not already visible on your computer screen, click on that tab located at the bottom of your screen.

The joint transportation agreement sheet contains basic information needed to complete the form. You must input the following information:

Field	Instructions	Example
Host District	Enter the full host district name.	Anytown Boro
County	Enter the county in which the host district is located.	Mercer
Joiner District	Enter the full joiner district name.	Thistown Township
County	Enter the county in which the host district is located.	Middlesex

Entering To and From School Route Data

If the “To and From School Routes” sheet is not already visible on your computer screen, click on that tab located at the bottom of your screen.

On the to and from school routes sheet you will enter data for all of the routes included in this joint transportation agreement. You must input the following information:

NOTE: Do **not** skip lines when entering data.

Column	Field	Instructions	<i>1st Route</i>	<i>2nd Route</i>
A	Term of the Agreement (if other than the full school year)	Enter the term of the agreement (if other than the full school year)		
	Start Date	Enter the start date of this agreement.		10/02/2004
	End Date	Enter the end date of this agreement.		6/30/2005
B	Host District’s Route Number	Enter the host district’s route number.	LARC-1	Alpha-1

C	Destination	Enter the destination of this route.	Bancroft School	Alpha Academy
D	Contracted Vehicle	Default is "N". Enter "Y" if this route is done with a contracted vehicle.	N	N
E	Number of Host District Students	Enter the number of host district students on the route.	1	3
F	Number of Joiner District Students	Enter the number of joiner district students on this route.	1	1
G	Joiner Cost	Enter the joiner district's cost of this route.	\$4000.00	\$2250.00

Entering School Related Activities Route Data

If the "School Related Activities" sheet is not already visible on your computer screen, click on that tab located at the bottom of your screen.

On the school related activities sheet you will enter data for all of the routes included in this agreement. You must input the following information:

NOTE: Do **not** skip lines when entering data.

Column	Field	Instructions	<i>1st Route</i>	<i>2nd Route</i>
A	Term of the Agreement (if other than the full school year)	Enter the term of the agreement (if other than the full school year)		
	Start Date	Enter the start date of this agreement.		10/02/2004
	End Date	Enter the end date of this agreement.		10/02/2004
B	Host District's Identification Number	Enter the host district's identification numbers for all of the routes covered by this contract.	A-1	PZ-3
C	Destination	Enter the destination(s) for each of the routes.	Various Athletic Trips	Philadelphia Zoo

D	Contracted Vehicle	Default is “N”. Enter “Y” if this router is done with a contracted vehicle.	N	N
E	Basis of the Agreement Per Bus	Enter the specifics of the agreement.	54 passenger school bus within 50 miles. Per hour rate.	54 passenger school bus with aide. Per bus per trip.
F	Per Bus cost (Based on the basis of the agreement)	Enter the agreed upon cost based on basis of the agreement.	\$30.00	\$180.00
G	Aide Cost	Enter the agreed upon aide cost.		\$40.00
	Aide Cost Per Hour	Enter “X” if the aide cost in Column H is based on a per hour rate.		
	Aide Cost Per Trip	Enter and “X” if the aide cost in column H is based on a per trip rate.		X

Printing the Joint Transportation Agreement

Once you have completed all data entries, print the joint transportation agreement, and as applicable, either the to and from route information sheet(s) or the school related activities sheet(s). **You must set the pages to be printed before printing the route information sheet to avoid printing numerous blank sheets.** (For assistance in setting print pages, turn to *Section II, Printing Contracts Documents*.)

SECTION XIV - SUBMISSION OF CONTRACT FORMS

Signatures

The following signatures are required for all computerized contract forms:

- School District Business Administrator/Board Secretary
- President of the Board of Education
- Authorized representative of the school bus contractor – **notarized**

Documents Needed

In accordance with N.J.A.C. 6A:27-9, all contracts for transportation shall be submitted to the county superintendent of schools for approval within 30 days of the award of the contract by the board of education or by September 1 of the school year in which transportation is to be provided.

In addition to the Input Sheet, Contract Form and Route Information Sheet(s), the following documents shall be submitted to the county superintendent of schools for the approval of:

Original Contract

PT-1 Form
Specifications
Route Description
Certified Board Minutes
Summary of the Bids Received
Insurance Certificate
Bid Advertisement
Bond
Affirmative Action Material
Stockholder's Disclosure Statement
Non-collusion Statement
Bid Sheets
Request for Contract Approval

Contract Renewal

PT-1 form
Certified Board Minutes
Insurance Certificate
Bond
Affirmative Action Material
Request for Contract Approval

Contract Addendum

Certified Board Minutes
Bond (if applicable)
Request for Addendum Approval

SECTION XV – TECHNICAL ASSISTANCE

Contact your county school transportation coordinator if you have any questions regarding:

- school transportation contracts rules and regulations; or
- your county office's preferred methods for submission of school transportation contracts, contract renewals and addenda.

Contact the Office of Student Transportation at (609) 984-5757 if:

- you are having trouble accessing the contracts forms on the DOE website; or
- you have questions about completing the computerized contract forms.